



**LAW OFFICES
LOS ANGELES COUNTY PUBLIC DEFENDER**

**CLARA SHORTRIDGE FOLTZ
CRIMINAL JUSTICE CENTER
210 WEST TEMPLE STREET, 19th FLOOR
LOS ANGELES, CALIFORNIA 90012**

(213) 974-2811

TDD # (800) 801-5557

MICHAEL P. JUDGE

PUBLIC DEFENDER

TO: ALL STAFF

FROM: MICHAEL P. JUDGE
Public Defender

DATE: March 18, 2003

RE: MINUTES - EXPANDED STAFF MEETING

The Expanded Staff Meeting for the Public Defender's Office was held on February 13, 2002. The following are members:

Michael P. Judge
Robert E. Kalunian
Adolfo Lara
Lon Sarnoff
Mel Tennenbaum
Darolyn Jensen
Alan Abajian
Allen Adashek
Patricia Aguilar
John Brock
Ronald Brown
Mike Concha
Corrine Cortinas
Joan Croker
Mike Demby
Ernesto Diaz
Wendy Edmisten
Kelly Emling
Bobby Gil

Stu Glovin
John Gonzales
Laura Green
Bob Hall
Bernice Hernandez
Steve Hobson
Lita Jacoste
Cheryl Jones
Pam Jones
Clyde Juloya
Charlie Klum
Marcus Leon
Mark Lessem
Doug Love
John Martinez
Paula Montez
Diane Parris
Winston Peters
Geneva Phillips

Luis Rodriguez
Rudy Rousseau
Ray Santana
Bill Saul
Stan Shimotsu
Mike Suzuki
Haydeh Takasugi
Karen Thompson
Aletha Tipton
Terri Towery
Marilyn Turner
John Vacca
Bill Weiss
Ron White
Mark Windham
Dennis Yamamoto
Janet Yarbrough
Ron Yorizane

**EXPANDED STAFF MEETING
FEBRUARY 13, 2003**

ANNOUNCEMENTS – MICHAEL P. JUDGE

Michael P. Judge presented Head Deputy, Mark Lessem, and Division Chief, Michael Concha, service awards for thirty (30) years of service to the County of Los Angeles.

Mr. Judge also welcomed and introduced new representatives to the meetings, Senior Paralegal, Vicky Russell, the new president of the Paralegals Association and Deputy Public Defender, Patricia De La Guerra, the new president of the Latino Public Defenders Association.

THE REVISED EMERGENCY RESPONSE PLAN – Head Deputy, Rudy Rousseau & Deputy Public Defender, Joanne Rotstein

Mr. Rousseau and Ms. Rotstein distributed the revised Public Defender Emergency Response Plan notebooks to all managers. Mr. Rousseau indicated the books were designed to be user friendly, so that managers would readily know what to do and what their responsibilities are. Mr. Rousseau indicated that all staff should, at least, read Section 3 which talks about our communication procedures. Each head deputy needs to continue to maintain an updated list of their employees with current home addresses and phone numbers, learn how to do a broadcast voice mail, and how to access it from home. Each head deputy should meet with staff and review these procedures.

These procedures are designed, to prevent chaos when something happens, the information that is in them is vital if something occurs. During an emergency it's too late to try and figure out what we should be doing. Mr. Rousseau encourages managers to take this seriously, read the Emergency Response Plan notebook, and verify a copy is at each area office. He also requested Head Deputies meet with their Deputies-in-Charge to ensure that they are familiar with these procedures. The confidential list of managers with their home address and phone numbers, will be updated and distributed and managers should keep that at the office, at home, and probably one in the car.

**Expanded Staff Meeting
February 13, 2003
Page Two**

Mr. Rousseau introduced Ms. Rotstein who stated the book was made bright red, so that it could be easily found on your shelf and wouldn't be lost. Ms. Rotstein explained that each section is tabbed and the appendices are tabbed. All the forms necessary in carrying out this response plan are in Section "A", and any policy or procedure directive that goes along with each form is in Section "B" and they are both cited in the text of the plan. In tab "G" are emergency telephone numbers and the bulletin board numbers.

Included are evacuation and safe refuge plans, and a map of each office, marked with exits and stair cases, and the route(s) to exit the building. The map should be posted in each office so that everyone knows how to exit the building when its time to get out.

In Appendix B-8 is the County of Los Angeles, Homeland Security Advisory System. Since the Federal government commenced the advisory system, the County Office of Emergency Management and the Sheriff have also put out guidelines. As Mr. Rousseau said we are considered a support department to the Sheriff and we will receive guidance regarding the different levels if we need to do something different.

All crimes must be reported to the local law enforcement agency and also to the County Office of Emergency Management on the SIR or Security Incident Report forms and that's in Section "A". Any threats will receive individual attention by the Office of Emergency Management. The threat notification forms for Bomb, Chemical or Radiological Threat are in Appendix A and covered in Policy B-4 discussed on page thirty two. Once life and safety issues have been addressed the appropriate form is to be faxed to the Office of Public Safety.

Section "D" contains the emergency telephone numbers to access the Department's emergency messages and has been updated to include all the new locations. If there is a disaster or emergency and the phone lines are still working, any one of these numbers can take about 60 to 80 callers. Executive management from the Department's Operation Center will leave a message with instructions to staff on that number. All the numbers currently are working except for Norwalk and we have been promised that will be operational at the close of business tomorrow.

Ms. Rotstein indicated that in all county buildings, the building emergency coordinator is the sheriff. A few of our offices aren't in county buildings, they are in private buildings, and a staff member is designated in Section 4, as the building emergency coordinator. The building emergency coordinators

**Expanded Staff Meeting
February 13, 2003
Page Three**

are responsible for conducting, on at least a semi-annual basis, evacuation drills, fire drills, etc. Offices which have staff with disabilities or in wheelchairs must make sure that specific arrangements have been made for them. The building emergency coordinator must be made aware that we have personnel with special needs because they have responsibilities, to provide for and assist them as needed. As the managers on site, it is our responsibility to make sure that the building and our particular work space is safe and prepared for all eventualities.

OFFICE SECURITY AND IDENTIFICATIONS –ADOLFO LARA

Mr. Lara indicated that all staff assigned Downtown and the surrounding area received a memo saying that as of the close of the business day on Friday the key pad will no longer work, encoded I.D. Cards must be used to gain entry to the 19th floor office. Mr. Lara indicated that Head Deputies after today's meeting should try out their identification card, and if it doesn't work present the I.D. to Leno Casini and have the I.D. card encoded. Staff members who require access should come Downtown to have their new identification cards made, contact Leno Casini in Personnel, and set up an appointment to take a photograph and when the staff member is here have their card encoded.

ANNOUNCEMENT–RON BROWN

The retirement party for Adolfo Lara, has been set. It's March 28th at the Marriott Downtown. The flyers were distributed. Managers were requested to take a flyer back to their location and encourage staff to attend. The checks should be made out to cash. Please note on the check whether you want the vegetable, fish, chicken or beef dish.

Mr. Judge observed that Mr. Lara has had some of the tougher duties and assignments in the office, as well as some that are very important to the office, like the outreach recruiting, and the screening of DPD I candidates. He has been instrumental in getting good people assessed and separated from those who would not project well, to be members of our staff. We have gotten a lot really fine lawyers as a result. Mr. Judge encouraged, not only everyone present to attend, but encouraged all staff to attend especially

those who perhaps don't really know him. We would like to have them come out and be there with us as we give him a good send off.

Staph Infections in Jail – Michael Judge

Mr. Judge indicated that there have been a number of reports/ complaints from the jail from clients and family about some mysterious insects bites occurring. It turned out these complaints were probably instead, what has now been found to be a significant outbreak of staph infections. Because of the concerns for our staff members who do have contact with clients in lockups and at the jail, Mr. Judge requested Administrative Deputy, Darolyn Jensen, do some research into this area.

Ms. Jensen contacted the doctors at the Health Department that are involved in the investigation and treatment of the infection, and was assured that the risk of infection to our staff based on the type of contact they normally have with clients, is very minimal, if any. Nevertheless its important that we, at least, ease staff minds and Ms. Jensen prepared a memo that was distributed to all managers for dissemination to all staff. If in fact someone suspects they may be infected, they obviously should see their doctor and contact Mr. Kalunian. Ms. Jensen has also been assigned as a contact person in order to get any information that our employees feel they need in order properly protect themselves.

2003 VEHICLE CODE BOOK - ROBERT KALUNIAN

Mr. Kalunian stated that we have always been able to obtain the bound volumes of the Vehicle Code from the Department of Motor Vehicle every year free of charge.

They are no longer free of charge. They are \$6 a piece plus shipping and delivery. If we were to purchase the number of vehicle code books that we have received in the past, it would be about almost \$10,000. We have no control over 90% of our S&S budget such as, bills from other departments, rent, security costs, etc. This leaves very little money for department operations. Consequently, the decision has been made that not everyone

will receive a Vehicle Code book. All lawyers handling misdemeanors will receive a Vehicle Code and there will be several provided for the library at each location for other staff to access.

The Vehicle Code is also on the Department of Motor Vehicles website. It's viewable, it can be printed off their website, it can be downloaded, so it's readily accessible. The decision was made based on the assumption that felony lawyers don't use the Vehicle Code on a daily basis as misdemeanor lawyers do. If this poses a problem it will be re-examined.

RESPECTING GENDER TRAINING PROGRAM – JOAN CROKER

Mr. Judge introduced Joan Croker to report on our gender training program which is now officially titled "Respecting Gender".

Ms. Croker stated the training will be conducted on March 31st (Cesar Chavez's Birthday--a court holiday). It will consist of two one half day sessions. The first session will start at 8:30 a.m and end at 12:00, the second session will start at 1:00 p.m. and end at 4:30 p.m. Half of the staff will attend the morning session and the other half will attend in the afternoon.

Each head deputy should schedule half their staff in the morning and the other half in the afternoon and that includes all staff--investigators, paralegals, administrative staff and clerical support staff. Ms. Croker will need a list of all persons attending in the morning and all persons attending in the afternoon by March 24th, it can either be faxed e-mailed to her.

The program itself will consist of: Two keynote speakers, one speaker will discuss sexual harassment and cover our new departmental policy; a panel, that will deal with factual scenarios and then take written questions from the audience. The program will be repeated live for the second session. MCLE credit in the area of elimination of bias will be provided. The training program will be at the new Cathedral Conference Center. There is a place to have lunch there, an outdoor area, a coffee shop there for in the morning. Due to budget constraints, the Department will only provide bottled water.

Mr. Judge stated this program is mandatory for all staff. Mr. Judge does not want to rely on any makeup sessions. This is an important training program.

It is not a program in which one gender or another is going to be vilified or beat up on. The committee putting this together has spent a considerable amount of time and thought and care in reviewing a variety of different speakers and presenters, people who examine and consider issues surrounding gender from all points of view. The department intends to maximize the health of our environment on issues of gender and the program will be presented in a serious and balanced manner. Mr. Judge would like managers to get this message out, because there may be some people who are afraid that this is just going to be some sort of a humiliation session and that is not what we intend, and that's not what is going to happen.

Parking will be there at the Cathedral. Event parking is \$5. And the office will reimburse for mileage. Also we encourage the use of Public Transportation, and those working downtown can easily walk.

Executive staff Meeting Policy Decisions – Robert Kalunian

Some issues raised at the Monday Morning Executive Staff meeting, although not coming up on a regular basis, tend to repeat themselves. Executive management often reflect on how we decide this issue the last time. Consequently, the minutes of the last six years of Executive Monday Morning Meetings have been reviewed and decisions on issues decided have been indexed. Mr. Kalunian distributed a copy and requested all managers to review it. There is much information in this digest that can assist managers in making decisions. It will be posted on the PDWeb for all staff and it will be updated quarterly.

Assignment Preference Forms–Ron Yorizane

Mr. Yorizane reminded managers to collect assignment preference forms from lawyers and get them in to him by February 21st. It is important for lawyers to let us know where they live and want to work.

Mr. Judge added that when reassignments occur there are a variety of responses, but in some instances people are upset. Change is not always

**Expanded Staff Meeting
February 13, 2003
Page Seven**

necessarily viewed, at least initially, as a good thing. Sometimes these unfortunate responses are avoidable. The employee assignment preference database is routinely consulted prior to a proposed reassignment. A move that looks compatible with what one has requested, may be proposed but in fact, the location selected is no longer compatible with one's preference. Maintaining current preference form choices reduce instances where staff is contacted, told they are going to be moved, only to have that reversed on the basis of an appropriate reason to not move them. It is the responsibility of each Deputy Public Defender to file an updated preference form whenever circumstances have changed.

Clerical Reassignments--Robert Kaluanian

Due to court closures, the reassignment of cases, shift in workload, and budgetary constraints, the office is in a situation where reassignment of permanent clerical staff must take place. We attempted to fill positions by individuals who volunteered. However, there are, by necessity, a number of involuntary reassignments of clerical staff that are going to have to be made. Mike Concha, Ron White, Marilyn Turner met with first staff of CAO Employee Relations, then met with a Local 660 Field Representative and some of the shop stewards to try make this as painless as possible.

Mr. Concha stated that there are eleven (11) in all who are involved in the initial move. The affected employees will be receiving notification letters from Mr. Kalunian, today and tomorrow. We will be meeting with the union next week to hear the concerns that the union has raised and any hardships that the employees have expressed that they feel they are going to suffer as a result of the reassignments.

The next meeting will be on March 13, 2003 at 2:00 p.m. in the Library on the 19th floor of the CSFCJC.